

Chief Accountant



Job Code: 1571
Grade: 132
Reports to: Comptroller
Salary Range: \$59,583 - \$92,531
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs difficult and responsible professional work assisting in planning, organizing, and directing the compilation, review, and analysis of municipal accounting, operational, and budgetary records; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification performs complex accounting, budgeting, purchasing, and payroll functions. Work is performed under the general supervision of the Director of Finance and Administration. Supervision is exercised over subordinate accounting personnel.

ESSENTIAL FUNCTIONS

Assisting with departmental operations; coordinating accounting, purchasing, budgeting, or payroll functions; preparing and maintaining detailed records and files.

EXAMPLES OF WORK

- Provides information to other departments regarding purchasing, payroll, and accounting matters.
- Supervises and directs the work of technical accounting staff involved in accounts payable, payroll and related activities.
- Prepares bank reconciliations.
- Maintains general ledger, chart of accounts, balance sheets, revenues, expenditures, capital accounts, etc.
- Reconciles special accounts and funds.
- Prepares and maintains fixed asset vehicle and equipment inventories.
- Compiles daily and monthly reports to ensure accurate reporting.
- Performs various financial and budgetary functions such as balancing accounts receivable, posting revenues and expenditures.
- Assists with the preparation of the annual budget.
- Conducts internal operational audit studies for various City functions, including reporting of procedural analysis and recommended improvements.
- Assists independent auditors with the review of the City financial records.
- Prepares a variety of financial reports, responds to inquiries from other City officials and the general public.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the theory, principles and practices of accounting and budgeting as applied to municipal government; thorough knowledge of modern practices and of standard office and accounting equipment; general knowledge of audit practices; ability to establish and maintain effective working relationships with other department heads and officials; ability to prepare complex financial reports; ability to analyze and evaluate complex financial systems; ability to communicate technical ideas effectively, both orally and in writing.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Finance or closely related field. Five (5) years of progressively knowledgeable and responsible professional accounting, auditing or budget analysis experience, preferably for a public sector agency; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires reaching, lifting, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS

An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.